

**Technical Division****Guidelines for Working in the Industrial Center Building**

Written By:	_____	Date:	_____
	Gary Sliwicki, ICB Building Manager		
Reviewed By:	_____	Date:	_____
	Richard Ruthe, TD Senior Safety Officer		
Approved By:	_____	Date:	_____
	Victor Yarba, E&F Department Head		

I. INTRODUCTION

This document describes the policies and procedures that regulate activities for personnel working in the Industrial Center Building (ICB). These policies apply to all Fermilab employees and all registered laboratory visitors working in ICB.

II. ACCESS/RESTRICTIONS**A. Working Visitors**

Upon arrival, working visitors will be expected to report to either their designated ICB liaison (usually the person with whom they are collaborating), the ICB Building Manager, or the ICB Alternate Building Manager, unless previous arrangements have been made with one of the above-mentioned ICB staff. In either case, it is important that someone in a position of responsibility is aware of the presence of the working visitor in the event of an emergency situation. Working visitors that have occasion to bring in additional short term (< 1 day) visitors to ICB must inform their ICB liaison.

Upon approval of the ICB Building Manager, long term working visitors may be temporarily issued keys to the building to facilitate working during non-standard hours. When leaving the building, it is the responsibility of the last person to leave to ensure that all doors are properly locked.

B. Crane Operation

Operation of overhead cranes in ICB is restricted to only those employees who have received approved training and can demonstrate competence in the hoisting and rigging activities proposed.

III. SAFETY

A. General

It is the responsibility of the individual's supervisor or contact person to ensure that personnel working in ICB are properly trained and qualified to perform their assigned task. As a minimum this should include Haz Com, LOTO, and GERT or radiation training as required by the FNAL Radiological Control Manual.

Working personnel should familiarize themselves with the ES&H bulletin board located on the main floor at the center of the building, along the south side of the main aisle. This board lists important information regarding safety procedures, building management, emergency wardens, etc.

The north center and north west personnel doors are designated as emergency only exits. Entrance to the building through these doors is not allowed.

Appendix A lists phone numbers which may be useful to persons working in ICB.

B. Personnel Protective Equipment

ICB has been designated as a safety footwear and approved eye-protection facility. Employees and working visitors must wear approved foot protection (safety shoes) while working in shop, production, testing and laboratory areas. Casual visitors are not generally required to wear safety footwear. Safety glasses are required to be worn in the highbay area of the building except when on the green aisle. Green aisles are designated PPE free zones. Safety glasses are not required in the lunchroom, office areas, washrooms, or main floor tech rooms. "Visitor" safety glasses can be found in dispensers located at the entrances to the highbay area of ICB.

C. Fire Alarm

A fire alarm (constant klaxon) indicates a fire in the building. All personnel will evacuate the building upon hearing this alarm. In the event that evacuation of the building is required, assemble with other ICB personnel at the designated area, until one of the ICB emergency wardens or your liaison has been notified that you have indeed left the building. The official meeting place for building occupants in the event of an evacuation is the grassy area at the front (on the south side) of the building. If no regular ICB staff members are present in the building when the alarm sounds, go to a safe location and dial 3131. Explain the nature of the emergency to the Emergency Service Department Operator.

D. Tornado Alarm

In the event of severe weather (tornado), a steady siren is heard throughout the Industrial Area. This alarm indicates the approach of severe weather and requires all personnel to proceed to the designated shelter area, the ICB Basement. See Attachment 1.

E. Radiation Safety

ICB is classified as a non-radiological facility.

The ICB Building Manager shall be notified prior to the introduction of any radioactive materials into the building. This notification will allow for the proper review of safety issues and preparation of appropriate work and/or storage areas.

F. Harmful Materials

Chemicals may not be brought into ICB without the approval of the Building Manager. Any chemicals brought into ICB must be accompanied by the most recent MSDS and be able to be stored without requiring any additional storage capabilities than already exist within the building. Such materials shall not require any special protective equipment or disposal not already available.

There are various chemicals and solvents in ICB that could be harmful if misused or used without the proper personal protective equipment. Material Safety Data Sheets (MSDS) for all such materials are available at the MSDS station located on the main floor at the center of the south main aisle. The Kiosk Station at this location can be used to access this information. Working visitors who have occasion to use such materials (already existing) must read and comply with the regulations on the appropriate MSDS. Any uncertainty in the proper use of such materials should be resolved by the Building Manager.

G. Smoking Policy

To comply with Executive Order 13058, "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace," Fermilab can no longer allow smoking inside any building on the site, including portakamps. Smoking will only be allowed outside at designated locations away from building air intakes. See Attachment 2.

H. Eating/Drinking

Eating and drinking are not permitted on the production floor. Eating and drinking is permitted in the lunchroom and in offices. See Attachment 3.

I. Children

Children under 18 years of age are not permitted on the production floor unless specific permission is granted by the TD Division Head in consultation with the TD Radiation Safety Officer. Requests for access will be reviewed on a case-by-case basis. Approved access by children under 18 years of age must be under adult supervision at all times.

Children are permitted in the second and third floor offices entering from the south doors from the front parking lot only. Additionally, children must be under adult supervision at all times. See Attached TD-1040.

J. Parking

Parking is not allowed against any of the Industrial Buildings. Personnel may park in the parking lots located to the north, east, or south (front) of ICB.

IV. COMPLIANCE

It is expected that all working personnel will comply fully with these policies and procedures. These guidelines have been developed to ensure that all operations at ICB are conducted in a safe manner consistent with Fermilab Environment, Safety, and Health Policies. As stated in the preface to the Fermilab ES&H manual, non-cooperation or flagrant disregard for these policies are grounds for disciplinary action or denial of access to these facilities.

Technical Division**Guidelines for Working in the Industrial Center Building****Appendix A****Fermilab Emergency Phone Number - 3131**

Position	Name	Phone	Page	Long Distance Page
TD Senior Safety Officer	Richard Ruthe	5424	1158	630-266-6842
TD Radiation Safety Officer	Mike Herr	3382	0753	847-536-2668
TD Waste Coordinator	Mike Herr	3382	0753	847-536-2668
ICB Building Manager	Gary Sliwicki	4291	0698	630-722-1568
ICB Alternate Building Manager	Jim Rife	4398	0206	630-266-8430